



Application Form

Environment Restoration Fund: 2019 grant opportunity - Sample Application questions

Please note when the program opens for applications you must complete and submit an online application on the business.gov.au portal. You will be provided with a link to the form.

This document provides a list of questions that we will ask you in the online application on the business.gov.au portal.

1. Eligibility

To be eligible your organisation must:

- be identified in Appendix A of the grant opportunity guidelines
- be invited to apply for a grant
- have an Australian Business Number (ABN).

You need to provide evidence from your board (or chief executive officer, general manager or equivalent if there is no board) that the project is supported, and that you can complete the project and meet the costs of the project not covered by grant funding.

To be eligible your project must:

- be consistent with the relevant project description provided in Appendix A of the grant opportunity guidelines
- be aligned to one or more of the intended program objectives
- include activities and expenditure consistent with the relevant project description
- support on-ground environmental restoration and protection across one of the three priority areas outlined in section 2 of the grant opportunity guidelines.

2. Application address

Provide your business street address (Australian head office)

Provide your business postal address (Australian head office).

3. Applicant financials

Has the applicant existed for a complete financial year?

Recent trading performance

- sales revenue (turnover)
- export revenue
- R&D expenditure
- taxable income
- number of employees (headcount)
- number of independent contractors (headcount).

4. Project information

Project details for publication

- project title
- project description

Detailed project description and outcomes

- provide a detailed description of your project including the project scope and key activities
- provide a summary of the expected project outcomes

Landholder and other relevant approvals

- will your project require landholder permission, development approval, licences/permits or other approvals? If yes provide details

Priority area

Which of the following priorities does your project best align with?

- protecting threatened and migratory species and their habitat

- protecting Australia's coasts, oceans and waterways
- clean-up, recovery and recycling of waste

Project activities

What type of activities are included in your project. You can select more than one.

- citizen science activities
- protect or enhance the natural environment and/or support recovery of native species/communities
- reducing threats and risks to the natural environment
- reduce the impact of waste and litter
- encourage re-use and recycling
- educational activities that build community knowledge

Project duration

- estimated project commencement date
- estimated project completion date.

Milestones

Milestone name, description, estimated start date, estimated end date.

Project location

Enter project site 1 (click add another address to add additional locations)

Estimated % of project value expected to be undertaken at each site.

You must complete the [mapping tool](#) to draw (or upload) one or more shapes (polygons) to reflect the location of your completed project activities. When you have completed the mapping tool copy the URL and paste it into the relevant field in the application form.

5. Project funding information

Project budget summary

Provide a summary of your eligible project costs over the life of the project. We only provide grant funding based on eligible expenditure.

Project budget

Types of expenditure

- salaries for staff and direct salary and on-costs for personnel directly employed for the project activities
- contractor costs
- research costs

- communication, educational materials and promotional costs directly related to the project
- planning, environmental or other regulatory approvals
- materials and equipment hire and or purchases directly related to the project
- removal of legislated weed species building modifications
- removal of riparian vegetation
- project related mapping, surveying, research and monitoring activities

Source of funding

- grant amount requested

6. Assessment criteria

You must address all assessment criteria in your application. We will assess your application based on the weighting given to each assessment criterion.

We will only award funding to applications that score at least 50% against each assessment criterion, as these represent best value for money.

You are not required to provide a response up to the maximum character limit. The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and grant amount requested. You should define and quantify and provide evidence to support your answers.

Assessment criterion 1: Project alignment with program objectives (50 points)

(limited to 5000 characters, including spaces and paragraph returns).

You should demonstrate this by describing:

- the extent that your project will support on-ground environmental restoration and protection projects across one or more of the three priority areas: protecting threatened and migratory species and their habitat; protecting Australia's coasts, oceans and waterways; and clean-up, recovery and recycling of waste.

Assessment criterion 2: Your capacity, capability and resources to deliver the project (30 points)

(limited to 5000 characters, including spaces and paragraph returns).

You should demonstrate this by describing:

- your track record in managing similar projects and your access to personnel with the right skills and experience including management and technical staff
- your plan to manage the project including scope, implementation methodology, timeframes, budget and project delivery risks
- your access, or future access, to any required land, infrastructure, capital equipment, technology, and regulatory or other approvals
- your capacity to manage the project sites where on-ground activity has occurred, after the life of this grant.

Assessment criterion 3: The impact of grant funding on your project (20 points)

(limited to 5000 characters, including spaces and paragraph returns).

You should demonstrate this by describing:

- the likelihood that the project would proceed without the grant and explain how the grant will benefit the size and timing of your project
- your justification for the funding amount requested with respect to the scale of the project and intended outcomes.

7. Application finalisation

Conflict of interest

Do you have any perceived or existing conflicts of interest to declare?

Program feedback

How did you hear about the grant opportunity?

Supporting documentation

You should attach any additional supporting documentation here. You should only attach documents that we have requested or you have referred to in your application.

- evidence of support from your board

8. Primary Contact Information

Primary Application Contact

- title
- given name
- family name
- position title
- email address
- phone number
- mobile number

- primary address.

9. Application declaration

Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the department will use the information I provide in accordance with the following:

- Australian Government Public Data Policy Statement,
- Commonwealth Grants Rules and Guidelines,
- Grant Opportunity Guidelines, and
- Applicable Australian laws.

Accordingly, I understand that the Department may share my personal information provided in this application within this Department and other government agencies for:

1. purposes directly related to administering the program including governance and research and the distribution of funds to successful applicants and
2. to facilitate research, assessment, monitoring and analysis of other programs and activities
3. unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the Program Guidelines may also be shared for a relevant Commonwealth purpose.

The Department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.

Applicant declaration

I declare that I have read and understood the Grant Opportunity Guidelines, including the privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's Board or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the Criminal Code 1995 (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the Department of Industry, Innovation and Science (the department) may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application

from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standard and Fraud Control Guidelines and for management purposes and/or terminating any grant agreement between the Commonwealth and the recipient including recovering funds already paid.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I declare that I am authorised to complete this form and acknowledge that by including my name in this application I am deemed to have signed this application

I approve the information in this application being communicated to the department in electronic form.

By checking this box I agree to all of the above declarations and confirm all of the above statements to be true

10. Contact us

For more information, visit business.gov.au or call 13 28 46. More in depth face-to-face assistance is also available from AusIndustry's national network.